



SUSTAINABLE WHEAT RIDGE



Green Business Grant Program Overview

Applicant must read and understand this document before completing the grant application.

What is the Green Business Grant Program?

The program offers project related matching funds of up to \$1,000 on a reimbursement basis to commercial businesses in the City of Wheat Ridge for projects that increase the environmental sustainability of business practices, building(s) or property. The goal of the program is to incentivize sustainability improvements and projects for the Wheat Ridge business community.

The program will be offered annually and grants will be awarded, on a rolling basis, as funding allows. The application will remain open until available funding has been allocated.

The Green Business Grant Program is administered by the City of Wheat Ridge and Sustainable Wheat Ridge, a volunteer resident advisory committee.

Who can apply for funding?

Any for-profit, independently owned local business in a property zoned commercial or industrial with a physical establishment in the City of Wheat Ridge can apply for funding. Home-based businesses and franchises are not eligible. Any building owner or store proprietor/tenant with lease authority or authorization from the building owner can apply for funding.

What types of projects are eligible?

Sustainability upgrades and services that support resource conservation and environmentally sustainable business operations. Examples include:

- Energy efficiency projects, such as the installation of high-efficiency HVAC systems, boilers, water heaters and heating pumps
- Water conservation projects such as high-efficiency fixture installation or landscape conversion to xeriscape
- Waste reduction projects such as recycling or composting services or the purchase of compostable materials
- Behavior change campaigns such as a discount for customers that bring a reusable container

Operating and/or staffing costs are not eligible for reimbursement.

How are projects selected for funding?

After review of this document, the applicant will complete the application with attached documentation, including a project budget. City staff and Sustainable Wheat Ridge will conduct a review of the application and supporting material(s) and the application will be approved if it meets the following criteria:

- The application clearly outlines the description of the project, why it will increase the environmental sustainability of the business and how it will benefit employees and/or the Wheat Ridge community.
- A project budget is included with the application. The project budget clearly outlines the total cost of the project and what costs are associated with the grant reimbursement. The costs associated with reimbursement must meet the criteria outlined on page 1.
- The application meets all the General Conditions & Requirements (listed below and in Applicant Signature section of application).

What happens after an application is approved?

The applicant will receive a Letter of Commitment from the City of Wheat Ridge indicating the specific amount of grant funding and information on any other requirements. The Letter of Commitment must be signed by the applicant and returned to the City of Wheat Ridge. The applicant can then proceed with the project.

How is funding awarded?

This is a matching grant program, which means that the applicant pays a portion of the project cost and the City of Wheat Ridge pays a portion of the project cost. The City will match 50% of eligible project costs. The maximum grant contribution by the City of Wheat Ridge is \$1,000 per applicant per year.

Funds will be released to the applicant on a reimbursement basis upon full completion of the project, and inspection of the project by representatives from the City of Wheat Ridge for determination that the actual work performed was the work submitted in the application process. Proof of payments (receipts) must be submitted to the City of Wheat Ridge for reimbursement.

General Conditions & Requirements for Green Business Grant Program

- The applicant must register the business through the [Colorado Green Business Network](#).
- The applicant must hold a current Wheat Ridge business license.
- The applicant must be in good standing with the City of Wheat Ridge – no late tax return filings or code enforcement issues.
- The applicant understands that, in the event this application is approved, a binding Letter of Commitment must be signed prior to the project start date.

- The applicant understands that, in the event this application is approved, a W-9 and ACH form must be submitted to the City of Wheat Ridge before funds are released.
- The applicant understands the grant may cover up to 50% of eligible project expenses; maximum funds granted per business per year is \$1,000.
- The applicant understands that documentation of purchase and project completion is required prior to reimbursement and must be submitted within 30 days of project completion.
- The applicant will have a four (4) month time frame from the date of acceptance to completion of project to be eligible for reimbursement. If applicant needs an extension, they may contact the City of Wheat Ridge at sustainability@ci.wheatridge.co.us or 303-235-2841.
- The applicant understands that projects must follow all applicable city requirements, including permitting and codes. Contact Wheat Ridge Community Development department at 303-235-2846 to confirm project meets regulations.
- The applicant authorizes the City of Wheat Ridge to promote an approved project, including but not limited to, using photographs and descriptions of the project in informational materials, websites, social media and press releases.

Contact Kayla Betzold, Sustainability Coordinator sustainability@ci.wheatridge.co.us with any questions regarding the application or program requirements.